

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. 17 MAR 21 PM 1:35

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): February 17 - 23, 2017

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|--|
| <input type="checkbox"/> Good Faith Estimate | \$1,308.50 | \$810 | \$129 | Visa: \$210; Insurance: \$82.36; Security: \$578; Interpreter: \$36.84 |
| <input checked="" type="checkbox"/> Actual Amount | | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | | | | |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendum A

3/20/17
(Date)

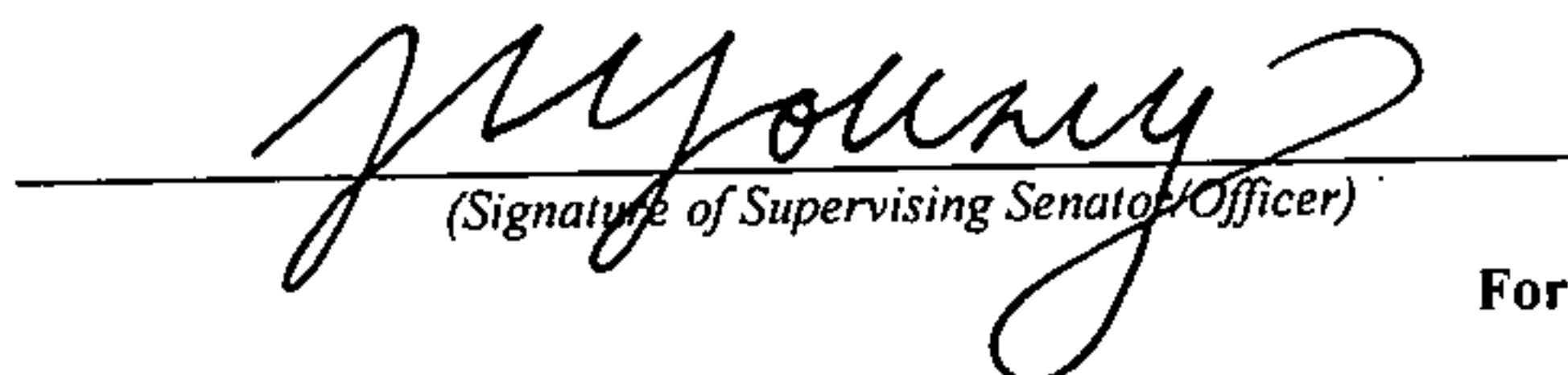
CATHERINE M. SMEDILE
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/20/17
(Date)


(Signature of Supervising Senator/Officer)

Form RE-2

Amended copy

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Catherine Smedile

Name of Traveler: _____

Senator Todd Young

Employing Office/Committee: _____

Private Sponsor(s) (list all): CARE

Travel date(s): February 17, 2017 - February 23, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Dhaka and Sylhet Bangladesh

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Communications Director for a new Senator on the Senate Foreign Relations Committee I am looking to garner first hand understanding of the issues that will come before the committee, and how best to aid my boss in communicating these important issues in his home state of Indiana. Among them how U.S. sponsored programs are promoting human development, combatting poverty and fostering legal security. Briefing papers cannot replicate the experience gained by being in the field. Spending time with the direct beneficiaries of U.S. programs and dollars will provide greater context to better explain the issues and tell the story to constituents back home and among my colleagues in D.C.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1.24.17
(Date)

Catherine M. Smedile
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Sen. Todd Young hereby authorize Catherine Smedile
(Print Senator's/Officer's Name) (Print Traveler's Name)

☐ I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

☐ I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1.24.17
(Date)

T. Young
(Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

February 10, 2017

Catherine Smedile
Office of Senator Todd Young
United States Senate
Washington, DC 20510

Dear Ms. Smedile:

This responds to your recent correspondence concerning an invitation you received to travel on a CARE Learning Tour in Bangladesh on February 17-23, 2017, sponsored by the Cooperative for Assistance & Relief Everywhere, Inc. (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

January 17, 2017

United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

RE: CARE Learning Tour to Bangladesh, Feb. 17 – Feb. 23

To Whom It May Concern:

Over the past six years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Bangladesh, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche
Director, Learning Tours
CARE USA

Updated: September 2, 2016

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

1300 I [Eye] Street NW
Suite 200 East
Washington, DC 20005, USA
V +1.202.662.8130
F +1.202.220.6799
www.gatesfoundation.org

**The Select Committee on Ethics
United States Senate
220 Hart Building
Washington, DC 20510**

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at Katy.Button@gatesfoundation.org, or direct line of 202-662-8189.

Sincerely,

KA M. Bo

Katy Button
Senior Government Relations Officer
Bill & Melinda Gates Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support development and women's empowerment in Bangladesh.
3. Dates of travel: Feb. 17 - Feb. 23, 2017
4. Place of travel: Bangladesh
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in Bangladesh since 1949.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted twenty-three trips with members of Congress and their staff.

Addendum B:

Cities of Departure:

Friday, February 17, 2017:

10:55pm – Depart Washington, DC (Turkish Air #08)

Saturday, February 18, 2017:

4:05pm – Arrive Istanbul, Turkey

6:15pm – Depart Istanbul, Turkey (Turkish Air #712)

Sunday, February 19, 2017:

5:30am – Arrive Dhaka, Bangladesh

Thursday, February 23, 2017:

7:00am – Depart Dhaka, Bangladesh (Turkish Air #713)

12:10pm – Arrive Istanbul, Turkey

2:05pm – Depart Istanbul, Turkey (Turkish Air #07)

7:05pm – Arrive Washington, DC

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On February 20, 2017, the delegation will travel on a chartered flight from Dhaka to Sylhet, Bangladesh and on February 21, 2017 the delegation will travel back from Sylhet to Dhaka, Bangladesh.

Due to our schedule and limited flight options between different cities within Bangladesh, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,100 per person. The Airline Operating Certificate (AOC) is forthcoming.

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Addendum D:

- **Transportation Estimation per person - \$3,000**
 - Flight estimation: \$1,000
 - Vehicles: \$1,000
 - Charter flight: \$1,000
- **Lodging Estimation per person – \$905**
 - \$200 per night x 4 nights (Dhaka) = \$800*
 - \$105 per night x 1 night (Sylhet) = \$105
- **Meals Estimation per person - \$339**
 - \$90 (USG M&I per diem for Dhaka) x 3 days = \$270
 - \$69 (USG M&I per diem for Sylhet) x 1 day = \$69
- **Other Expenses Estimation per person - \$1,000**
 - Visa -- \$210
 - Security -- \$590
 - Interpreter -- \$100
 - Travel Insurance -- \$100

***Note: The delegation will only be staying in Dhaka a total of 3 nights. However we will book their rooms at the Westin for one additional night, the night of Feb. 18, to ensure the rooms are available when the delegation arrives early in the morning on Feb. 19, 2017.**

FINAL - ADDENDUM A

AGENDA: CARE Learning Tour to Bangladesh, February 17-23, 2017

Friday, February 17 **Travel Day**

Depart U.S. for Dhaka, Bangladesh (TK #08)

Saturday, February 18 **Travel Day**

Travel Day

Sunday, February 19 **Travel Day/Dhaka, Bangladesh**

5:30am CARE delegation arrives to Dhaka, Bangladesh (TK #712)

5:30-6:15am Transfer to hotel

6:15am-2:00pm Hotel check-in/unpacking time/briefing preparation time at hotel

2:00-3:00pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

3:00-4:30pm Scene-Setter Briefing to gain historical, political, and social context for sustainable development and women's empowerment in Bangladesh

4:30-5:00pm Downtime/prepare for dinner

5:00-5:30pm Transfer to dinner

5:30-7:30pm Dinner Briefing with U.S. Mission to learn about the U.S. Government's development priorities in Bangladesh

7:30-8:00pm Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

Monday, February 20 **Dhaka/Sylhet, Bangladesh**

Breakfast on own

8:00-9:00am Transfer to Site Visit 1

9:00-10:30am Site Visit 1: Visit Girls Education and Child Protection Program to learn about community-based initiatives to keep girls in school and combat child marriage

10:30-11:30am Transfer to airport

11:30-12:30pm Plane briefing on child marriage in Bangladesh

- Note: Transfer to Sylhet

12:30-1:30pm Transfer to Site Visit 2

1:30-2:45pm Site Visit 2: Visit Adolescent Empowerment Program to learn about youth-led efforts to combat child marriage, abuse, and labor and advocate for girls' rights

2:45-3:45pm Transfer to Site Visit 3

3:45-5:00pm Site Visit 3: Visit Community Clinic and Community Health Workers (CHW) Program to learn about maternal and child health in Bangladesh and the importance of CHWs in linking women and families to health services. Home visits with beneficiaries.

5:00-6:00pm Transfer to hotel

6:00-7:00pm Downtime/unpacking time at hotel

7:00-8:30pm Messaging Dinner to discuss effective and compelling messaging and framing of U.S. investment in foreign assistance and women's empowerment

Overnight: Rose View Hotel - Sylhet, Bangladesh

Tuesday, February 21

Sunamganj, Bangladesh

Breakfast on own

7:30-9:00am Transfer to Sunamganj

9:00-10:30am Site Visit 1: Visit Maternal and Child Nutrition Program to learn about interventions to reduce malnutrition by training pregnant women and new mothers on maternal nutrition and how to cook nutritious meals for and combat acute malnutrition among children under five years old. Meet with women to hear their stories.

10:30-12:00pm Transfer to Site Visit 2
• Note: Lunch in the vehicles.

12:00-3:00pm Site Visit 2: Visit SHOUHARDO III Program to learn about community empowerment groups which identify health, nutrition, and economic challenges in local communities and implement solutions to these challenges. Meet with council to hear their results.

3:00-4:00pm Site Visit 3: Visit Tipping Point a Girls Empowerment Program to learn about how girls are challenging child marriage and violence against women, advocating for

girls education, and fostering economic empowerment for women. Meet with women and girls to hear their stories.

4:00-6:00pm Transfer to Rose View hotel

6:00-7:30pm Shower time

7:30-9:30pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Rose View Hotel - Sylhet, Bangladesh

Wednesday, February 22

Sylhet - Dhaka, Bangladesh

9:00-10:30am Breakfast with Survivors and Advocates to learn about effective community interventions to end and prevent domestic violence

10:30-11:30am Transfer to airport

11:35am-12:20pm Plane Briefing on Women's Economic Empowerment
• Note: Transfer to Dhaka

12:20-1:30pm Transfer to Westin Hotel

1:30-2:30pm Lunch with Influential Bangladeshi Advocates for Women and Girls to learn about advocacy efforts and social movements to promote sustainable development and women's empowerment

2:30-3:30pm Transfer to Site Visit 1

3:30-4:30pm Site Visit 1: Visit Ready-Made Garment Factory Program to learn about efforts to educate women working in garment factories on their rights

4:30-5:30pm Transfer to Westin Hotel

5:30-7:00pm Packing time

7:00-7:30pm Transfer to reception

7:30-9:30pm Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Bangladesh

9:30-10:0pm Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

Thursday, February 23

Travel Day

5:30-6:00am Transfer to airport

7:00am Delegation departs for U.S. (TK #713)